

**Petition Rules**

No. G. 8721-70—E. A. 33-14-1, DATED 11TH FEBRUARY 1915.

**PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE  
MAHARAJA OF MYSORE.**

**GENERAL AND REVENUE DEPARTMENTS.**

**Order No. G. 8721-70—E. A. 33-14-1, dated 11th February 1915.**

With a view to better regulate the method of dealing with petitions in public offices in the State, the Government of His Highness the Maharaja are pleased to issue the accompanying rules, in supersession of the existing ones on the subject.

D. M. NARASINGA RAO,

*Offg. Secy. to Govt., Gen. & Rev. Depts.*

To—The Heads of Departments.

The Deputy Commissioners of Districts.

The Compiler, *Mysore Gazette*, for publication in the Gazette.

**RULES FOR THE RECEIPT AND DISPOSAL OF PETITIONS.**

1. Nothing contained in these rules will affect the procedure, if any, prescribed by law or by competent authority for any special classes of petitions.

2. Every petition must be written on the three pie petition paper prescribed for the purpose or at any rate on durable stout paper of that size, leaving a quarter margin blank on the left hand side. The court fee stamp, if any, should not be affixed on the left hand quarter margin.

3. Every petition must be complete in itself and refer to a single subject. It should contain all material facts and arguments relied on by the petitioner. All documents in the possession of the party necessary for its disposal or copies thereof should accompany the petition. Appeal petitions should be accompanied by authenticated copies of the orders appealed against or endorsements issued to the party.

4. Every petition must be legibly written and as concisely as the nature of the case admits of. It should not be unnecessarily prolix, or couched in unintelligible, exaggerated or disrespectful terms.

5. Petitions should conform to the stamp law, if any, applicable to the matter to which they relate.

6. Petitions not addressed to the lowest authority competent to grant the relief prayed for will be referred to such authority, and the fact intimated to the party.

7. Petitions from persons in the service of Government relating to any matter affecting their official position should be forwarded only through their official superiors.

8. When a petition is not drawn up or presented in conformity to the preceding rules, it will be returned with an endorsement specifically pointing out which of the rules have been infringed.

9. Petitions may be presented in person or posted to the address of the officer or placed in a box provided for the purpose in each office. Petitions by telegraph will not generally be attended to.

10. If the party desires an acknowledgment of the receipt of his petition, he may annex thereto a receipt with a court fee stamp of one anna affixed thereon, and the said receipt will be returned to him signed by the officer to whom the petition is presented or by some authorised agent of his office.

11. In respect of every petition conforming to these rules and presented in person or sent by post, a full endorsement in writing should be given embodying the final orders.

12. When orders cannot be passed on the day a petition is personally presented, the applicant should at once be informed of the probable time within which orders will be passed. He must not be kept waiting at the office for orders. When petitions otherwise received are not disposed of in a week, an acknowledgment should be sent by post to the petitioner, informing him when final disposal may be expected.

13. Petitions should not be referred to subordinate officers for report unless there is a real necessity ; and when reports are required, the points on which information is wanted should be clearly indicated.

14. Copies of orders passed on petitions should, as far as possible, be delivered to petitioners in person by the officer passing the order, the date of delivery being noted in the order. Where this is not practicable, the order should be sent in duplicate to the subordinate officer, who will deliver one copy to the parties concerned and note on the other the actual date of delivery under his signature.

15. Every petitioner should be informed of the final order on his petition direct from the office to which the petition was presented and not referred to any subordinate office for an answer to his petition, except in cases covered by Rule 6.

16. After the passing of a final order, no notice will be taken of a second petition on the same subject, unless new matter requiring special consideration be introduced.

17. Petitions should be received daily at a fixed hour during office hours by the officer himself and not by the clerks. He should keep to that hour as far as the exigencies of business will permit.

18. A notice informing the public of the hours between which petitions should be presented should be affixed to a notice board outside the office.

19. When a petition is sent for explanation or report to a subordinate officer, a reply should be despatched within ten days after its receipt if the required information can be obtained from the records. But if it is necessary to investigate the matters referred to in the petition by the examination of individuals or by reference to subordinate officers at a distance, the report should be sent as early as practicable within a month. If a longer time is absolutely necessary, an *ad interim* report should be submitted and further time obtained.

20. In all offices where the average number of petitions received in a year exceeds fifty, a separate register should be maintained for entering petitions. But copy applications, darkhasts and other kinds of petitions for which special registers are maintained need not be entered in the petition register also.

21. Below the entry of each petition sufficient space should be left for entering reminder petitions, if any should be received.

22. The register should be in the form appended below :—

1	2	3	4	5	6
Number	Date of receipt	Petitioner's name and place of residence	Purport of petition	Notes of action taken	Date and order of disposal in brief

Note.—In column 5 should be entered briefly every step in the progress of the case, including references if any, made upon the petition to other offices and the replies received therefrom.

23. An Alphabetical Index of places and persons should be attached to the register and written up from time to time.

24. Every officer who receives on the average more than fifty petitions a year should submit to the authority to whom he is immediately subordinate a quarterly return in the following form. Explanations for all cases pending over six months should be appended.

1. Pending from last quarter.
2. Received during the quarter.
3. Disposed of finally.
4. Pending at end of quarter.—
  - (a) Number pending personal enquiry.
  - (b) Number pending with subordinate officers or other departments.
  - (c) Reported on to Higher Officers and pending replies.
  - (d) Number pending more than three months.

Notification No. R. 7968—*Agri.* 62-14-5, dated 15th March 1915.

The following statement showing the rail-borne trade (Exports and Imports) of the Mysore State in certain selected articles for the half-year ending 30th September 1914 is published for general information:—

By Order,

D. M. NARASINGA RAO,  
*Officiating Secretary to Government  
General and Revenue Department*